Mentor RFP questions for post on website:

Question 1:
1.5.1 - page limit - I assume the 20 pages is narrative, not including attachments - we'll have 20 pages of attachments with what is requested.

> Response: Yes, the 20-page limit refers to the narrative. Attachments are separate and should not be included in the 20-page limit requirement.

Question 2:
1.5.4 - copies - p. 7 - the format for the copies is not specified. Do you want them in three ring binders as requested for the original, or do you want them stapled?

> Response: Only the original document must be placed in a 3 ring binder. The other copies may be sent stapled, but paper clipped is preferred.

Question 3:
3.6 - content and format. You've got all the items labeled as attachments for example attachment A contains cover letter, table of contents etc, page 11-12, then on page 12, table of contents is 3.7. Do you want it set up as attachment A, with tabs for Attachment sections, or do you want it labeled/tabbed 3.7 table of contents, 3.8 Offeror's Experience, etc. Then, attachments requested such as resumes, insurance documents etc, - should they be included in the section with the narrative regarding it, such as resumes in 3.8 or at the end in one group?

> Response: Section 3.6 is meant to describe the format the proposal should be in when submitted. Attachment A: Service Plan is misplaced in the final print of the RFP; please arrange the proposal as follows:

1.   Cover letter
2.   Table of contents
3.   Administration
4.   Project description
5.   Agency experience, capabilities, resources and supports
6.   Description of how the proposal pertains to the MT Early Care and Education Knowledge Base and Career path
7.   Project goals and objectives
8.   Description of Service Delivery / Work Plan
9.   Resources / supports
10.   Assurances

Attachments:
A – Service Delivery / Work Plan
B - Budget and Budget Narrative
C – Certification of compliance with Certain Requirements for Department of Public Health and Human Services Contractors Assurances
D – Assurance - Non – Construction Programs (OMB 424B)
E - Independent Contractor's Exemption/Work Comp
F - Proof of applicable incorporation, non-profit of governmental
G - Proof of insurance coverage
All attachments should be placed at the end of the proposal in the above order.

Question 4:
3.11.1 H. Proof of Insurance - what insurance to you mean? General liability, D&O, E&O, all of them?

> Response: We request that proof of General Liability Insurance and proof of Automobile Insurance is included. If automobile insurance is to be covered by persons not yet identified in the project, describe how the insurance issue will be handled. If other insurance coverage is necessary for the project being proposed, please include this information with your proposal.

Question 5:
Q. Section 3.8.1 Administration (p.12) and section 3.8.3 Agency Experience and Capabilities (p. 12 & 13) request much of the same information. Can this be consolidated?

A. Yes. Section 3.8.1 is replaced with:

> **3.8.1   Agency Administration, Experience and Capabilities** This section provides information about the offeror's general background, relevant experience, and qualifications necessary for the effective delivery of the required services. This section must include, but is not limited to, the following:
>
> 1. A description of the primary purpose, mission or goals of the organization;
> 2. A description of all of the services provided by the applicant or organization, including the locations of service sites;
> 3. Résumé's of key personnel that may be directly involved with the program/ project; if staff is not currently hired to fulfill the roles of the project, include the proposed job roles related to this project;
> 4. A narrative describing the offeror's experience as it relates to this project;
> 5. Letters of support for the proposal that demonstrate familiarity with the specifics of the proposal submitted;
> 6. Memoranda of Agreement which must include the community partners for the proposal, that demonstrate familiarity with the specifics of the proposal submitted;
> 7. A list of persons with addresses and phone numbers and e-mail addresses who are familiar with the delivery of similar services by the offeror to the Department in the past or to other programs similar to that of the Department; and
> 8. Any additional information related to the offeror's organization, personnel, and experience that would substantiate its qualifications and capabilities to perform the services described.

Section 3.8.3 is deleted.

Mentoring Programs in Early Care and Education FY 2006

ADDENDUM: add this section to the proposal as an appendix

(The original RFP left out the section related to the Goals and Objectives as well as including community collaboration and coordination)

Community Involvement and collaboration/coordination:
Mentor Programs for Early Childhood must be community based and guided. The project proposal must demonstrate coordination, collaboration and on-going program guidance provided by the following groups or entities:

REQUIRED PARTNERS:
❑ Local provider groups or child care associations
❑ The local Child Care Resource and Referral Agency
❑ The local Child Care Licensing Agency
❑ Parent representation

OPTIONAL PARTNERS:
❑ Local Head Start or Early Head Start Programs
❑ Local Pre-school organizations
❑ Job-training programs (WIB, FAIM, WoRC)
❑ Local Employers
❑ Local School Districts
❑ Early Care and Education training providers, colleges, universities, or community colleges.
❑ Other partners as deemed necessary in the community.
❑
Higher priority will be given to communities that submit one coordinated proposal

The goals and objectives must include, but are not limited to:

• The number of individuals who will receive mentoring (protégés) and the number of individuals to be trained as mentors.
• The type of training being used to train mentors, and a plan for on-going trainings;
• The anticipated learner outcomes;
• An explanation of how the training will assist participant's progress along the Career Path (Include information on Continuing Education Units (CEUs) or the availability of college credit if applicable);
• The curriculum or tool that mentors will be using with protégés (the use multiple curricula is appropriate;
• The number of meetings the Mentor Coordinator will have with the entire Mentor group;
• The geographical area to be served by the project; and
• The plan for evaluation of project.